

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

DBW HQ
2000 EVERGREEN ST, SUITE 100
SACRAMENTO, CA 95815-3888



Employee Name	TSUNEYOSHI, Raynor
Expense Dates	02/15/10-02/19/10
Total Expense Amount	1018.89
Amount Due Employee	528.76
Form ID	TEA000601454

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	02/16	Lodging	165.38	
2)	02/17	Lodging	165.38	
3)	02/19	Parking, Auto	45.00	
4)	02/19	Gasoline	27.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:



Travel & Expense Account Summary

Employee Name Raynor TSUNEYOSHI
Expense Dates 02/15/10-02/19/10
Report Name USC Coast Guard RBS Workshop

Request Total \$ 1018.89
Direct Charge Total - 490.13
Travel Advances - 0.00
Net Due Employee = 528.76

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	USCG Workshop	1018.89

U.S. Coast Guard Recreational Boating Safety Workshop

NOTE: (d)=Direct Charge

DATE	Mon Feb 15	Tue Feb 16	Wed Feb 17	Thu Feb 18	Fri Feb 19					TOTAL
Breakfast	6.00		6.00	6.00	6.00					24.00
Lunch	10.00		10.00	10.00						30.00
Dinner	18.00		18.00	18.00						54.00
Lodging		165.38	165.38							330.76
Incidentals			6.00	6.00	6.00					18.00
Parking, Auto					45.00					45.00
Gasoline					27.00					27.00
Auto Rental (d)					166.73					166.73
Commercial Air Fare (d)					323.40					323.40
TOTALS \$	34.00	165.38	205.38	40.00	574.13					1018.89

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	USCG	02/15/10	Breakfast	6.00	Cash
Regular Travel	USCG	02/15/10	Lunch	10.00	Cash
Regular Travel	USCG	02/15/10	Dinner	18.00	Cash
Regular Travel	USCG	02/16/10	Lodging	165.38	Cash
Regular Travel	USCG	02/17/10	Lodging	165.38	Cash
Regular Travel	USCG	02/17/10	Breakfast	6.00	Cash
Regular Travel	USCG	02/17/10	Lunch	10.00	Cash
Regular Travel	USCG	02/17/10	Dinner	18.00	Cash
Regular Travel	USCG	02/17/10	Incidentals	6.00	Cash
Regular Travel	USCG	02/18/10	Breakfast	6.00	Cash
Regular Travel	USCG	02/18/10	Lunch	10.00	Cash
Regular Travel	USCG	02/18/10	Dinner	18.00	Cash
Regular Travel	USCG	02/18/10	Incidentals	6.00	Cash
Regular Travel	USCG	02/19/10	Parking, Auto	45.00	Cash
Regular Travel	USCG	02/19/10	Gasoline	27.00	Cash
Regular Travel	USCG	02/19/10	Auto Rental	166.73	Direct Charge
Regular Travel	USCG	02/19/10	Breakfast	6.00	Cash
Regular Travel	USCG	02/19/10	Incidentals	6.00	Cash
Regular Travel	USCG	02/19/10	Commercial Air Fare	323.40	Direct Charge

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Employee Name	TSUNEYOSHI, Raynor
Expense Dates	02/27/10-03/01/10
Total Expense Amount	519.78
Amount Due Employee	113.00
Form ID	TEA000611798

DIRECTIONS FOR SUBMISSION

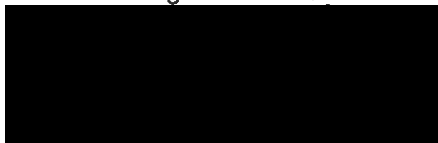
1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	03/01	Parking, Auto	27.00	
2)	03/01	Gasoline	16.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:



Travel & Expense Account Summary

Employee Name Raynor TSUNEYOSHI
Expense Dates 02/27/10-03/01/10
Report Name US Power Squadron

Request Total \$ 519.78
Direct Charge Total - 406.78
Travel Advances - 0.00
Net Due Employee = **113.00**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	US Power Squadr	519.78

US Power Squadron Change of Watch Meeting

NOTE: (d)=Direct Charge

DATE	Sat Feb 27	Sun Feb 28	Mon Mar 1							TOTAL
Breakfast	6.00	6.00	6.00							18.00
Lunch	10.00									10.00
Dinner	18.00	18.00								36.00
Incidentals		6.00								6.00
Parking, Auto			27.00							27.00
Gasoline			16.00							16.00
Auto Rental (d)			83.38							83.38
Commercial Air Fare (d)			323.40							323.40
TOTALS \$	34.00	30.00	455.78							519.78

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	US Power	02/27/10	Breakfast	6.00	Cash
Regular Travel	US Power	02/27/10	Lunch	10.00	Cash
Regular Travel	US Power	02/27/10	Dinner	18.00	Cash
Regular Travel	US Power	02/28/10	Incidentals	6.00	Cash
Regular Travel	US Power	02/28/10	Breakfast	6.00	Cash
Regular Travel	US Power	02/28/10	Dinner	18.00	Cash
Regular Travel	US Power	03/01/10	Parking, Auto	27.00	Cash
Regular Travel	US Power	03/01/10	Gasoline	16.00	Cash
Regular Travel	US Power	03/01/10	Auto Rental	83.38	Direct Charge
Regular Travel	US Power	03/01/10	Commercial Air Fare	323.40	Direct Charge
Regular Travel	US Power	03/01/10	Breakfast	6.00	Cash